



County of Los Angeles Public Library ■ www.colapublib.org
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Margaret Donnellan Todd
County Librarian
June 12, 2012

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

37 June 12, 2012

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**APPROVAL OF POLICY FOR IMPLEMENTING THE AUTHORITY TO PERMIT
THE SALE AND/OR CONSUMPTION OF ALCOHOLIC BEVERAGES FOR
SPECIAL EVENTS AT A COUNTY PUBLIC LIBRARY FACILITY
(ALL SUPERVISORIAL DISTRICTS) (3 VOTES)**

SUBJECT

The Public Library is recommending that the Board of Supervisors approve the attached policy for implementing the authority to permit the sale and/or consumption of alcoholic beverages for special events at a County Public Library facility.

IT IS RECOMMENDED THAT YOUR BOARD:

Approve the attached Sale and/or Consumption of Alcoholic Beverages for Special Events at a County Public Library Facility Policy.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

In the past, whenever a special event involving the sale and/or consumption of alcoholic beverages at a Library facility occurs that was sponsored and/or co-sponsored by the County of Los Angeles Library, other public or private organization or community groups, for recreational, fund raising or social purposes, a motion would be submitted requesting the Board of Supervisors to permit the sale and/or consumption of alcohol beverages at that special event.

Approval of the recommended action will set forth the criteria allowing the sale and/or serving and consumption of alcoholic beverages, restricted to beer and wine only, at special events at Public County Library Facilities. The policy maintains the existing County Code restrictions against

alcoholic beverages in County facilities for general recreational use in library areas by individuals and organizations.

Implementation of Strategic Plan Goals

Approval of the recommended actions is consistent with the County's Strategic Plan Goals in the areas of Operational Effectiveness (1) and Community and Municipal Services (3).

FISCAL IMPACT/FINANCING

There is no fiscal impact.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The attached recommended policy mirrors that policy which your Board adopted on November 6, 1984 which implements the authority to permit the sale and/or consumption of alcoholic beverages for special events at County Beaches, Parks and Botanical Gardens. This policy is designed to ensure that the service or sale of alcoholic beverages will only be in areas where access can be controlled, adequate security personnel will be provided, and all applicable regulations, including those of the State Alcohol Beverage Control Board, will be complied with. The policy also contains provisions to prevent interference with other scheduled public uses and County losses due to damage or increased exposure and liability.

The Risk Management Office has provided language addressing insurance and indemnification requirements, which will be used when permits are issued for special events which include the sale and/or consumption of alcoholic beverages.

The attached policy was approved as to form by County Counsel.

ENVIRONMENTAL DOCUMENTATION

The recommended actions are not subject to the California Environmental Quality Act (CEQA) because they do not constitute a project according to Section 15378 of CEQA.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

There is no impact on current services.

The Honorable Board of Supervisors

6/12/2012

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Respectfully submitted,

A handwritten signature in cursive script, reading "Margaret Donnellan Todd". The ink is dark and the signature is fluid, with the first name "Margaret" being the most prominent.

MARGARET DONNELLAN TODD

County Librarian

MDT:YDR:EM:dl

Enclosures

c: Chief Executive Officer
County Counsel
Executive Officer, Board of Supervisors

COUNTY OF LOS ANGELES PUBLIC LIBRARY

SALE AND/OR CONSUMPTION OF ALCOHOLIC BEVERAGES FOR SPECIAL EVENTS AT A COUNTY PUBLIC LIBRARY FACILITY POLICY

1.0 PURPOSE

The purpose of this policy is to set forth the criteria allowing the sale and/or serving and consumption of alcoholic beverages, restricted to beer and wine ONLY, at County Public Libraries during approved special events, and to outline the procedures for obtaining approval.

2.0 POLICY

The event must be deemed appropriate as documented in the County of Los Angeles Public Library Administrative Manual under "Meeting Room Policy and Procedures" and the sponsors must obtain valid permission from the County Librarian (or Designee). The types of special events this policy is intended for are those which are sponsored and/or co-sponsored by the County of Los Angeles Public Library, other public or private organizations or community groups for recreational, fund raising or social purposes.

It is intended that the current County Code restrictions against alcoholic beverages in County facilities remain in effect for general recreational use in library areas by individuals and organizations.

3.0 PERMIT CONDITIONS

A special event involving the sale and/or serving and consumption of alcoholic beverages at a County of Los Angeles Public Library facility requires valid written permission from the County Librarian and includes the following conditions:

3.1 The sponsor(s) must obtain the appropriate license from the California Alcoholic Beverage Control Board (A.B.C.) and comply with all license and operating requirements of the A.B.C., federal, state and local laws; and

3.2 Agree to the assignment of one or more employees of or other persons determined by the County Librarian or Chief Deputy County Librarian to the special event as required for monitoring purposes and to make appropriate reimbursement to the Library for the cost of that assignment; and

3.3 Provide at the permittee's expense, the number and type of Peace Officers determined by the County Librarian or Chief Deputy County Librarian and local law enforcement to be necessary for security at the special event; and

3.4 Promise to indemnify, defend, and save harmless the County, its agents, officers, and employees from and against any and all liability expense, including defense cost and legal fees, and claims for damages of any nature whatsoever, including, but not limited to, bodily injury, death, personal injury, or property damage arising from or connected with the special event; and

3.5 Provide and maintain a policy of \$2 million comprehensive liability insurance coverage for the event. The County Librarian may require additional coverage upon determination by the County's Risk Manager, that the event warrants increased coverage.

4.0 PROCEDURES

4.1 Individuals requesting the sale and/or serving and consumption of alcoholic beverages at a special event must submit a Public Library Meeting Room application, along with a "Request to Serve Alcoholic Beverages" form, to a County Library Regional Administrator and/or the Executive Office, Library Headquarters at least fifteen (15) working days prior to the event.

4.2 The Regional Administrator or the Library Headquarters Executive Office staff must immediately forward the "Request to Serve Alcoholic Beverages" form to the Chief Deputy County Librarian. The County Librarian (or Designee) must either approve the "Request to Serve Alcoholic Beverages," or indicate a reason why approval is not recommended. The following will be considered when making this determination:

- The area and/or structure to be used by such special event must be located such that it is feasible to restrict public access to the event to participants only.
- The scheduling and location of such special event must not conflict with other scheduled events or activities or with the primary purposes and public uses for which the facility is operated.
- The sale and/or serving and consumption of the alcoholic beverage must be limited to the premises where the special event is to be held, and to the participants in the event, who may legally consume such beverages.

4.3 In addition to any applicable fees charged for the use of Library multi-purpose meeting and conference rooms, a refundable security deposit of \$250 is required per event for individuals requesting the sale and/or serving and consumption of alcoholic beverages. The deposit will be used to cover any necessary room clean-up and/or to cover any damages resulting from the event. Users take full responsibility for leaving the facility in a clean and orderly manner. The security deposit is forfeited in the event of noncompliance but is refundable if the facility is left in a satisfactory condition.

All required fees and/or security deposits must be paid no later than five (5) working days prior to the scheduled event. If the event is cancelled after the security deposit for the sale and/or serving and consumption of alcoholic beverages has been rendered, the security deposit will be refunded.

The original "Request to Serve Alcoholic Beverages" form will be retained by the initiating Library Regional Office with a copy forwarded to the applicant.

Approved by _____ on _____.

COUNTY OF LOS ANGELES PUBLIC LIBRARY
Request to Serve Alcoholic Beverages

Name of organization: _____

Name and Title of Applicant: _____

Applicant's Address: _____

Phone: _____ Fax: _____ Email: _____

Library Name and City: _____

Name of Event: _____

Date of Event: _____ Start time: _____ End time: _____

Estimate Number of attendees: _____

Describe in detail the activities that will take place: _____

Will alcohol be sold? Yes ☐ No ☐

Will alcohol be served that is included in the admission ticket? Yes ☐ No ☐

Will alcohol be served without charge to your guests? Yes ☐ No ☐

Alcoholic Beverage Control Board (ABC) License: _____

Certificate of Liability Insurance: _____

Peace Officers - # and type: _____

_____ (Initials) - We promise to indemnify, defend and save harmless the County, its agents, officers, and employees from and against any and all liability expense, including defense cost and legal fees, and claims for damages of any nature whatsoever, including, but not limited to, bodily injury, death, personal injury, or property damage arising from or connected with the special event mentioned above.

I am an authorized representative of the above organization. I certify the answers are true, correct and complete to the best of my knowledge.

Signature: _____ Date: _____

County Public Library Use Only

Approved ☐

Denied ☐

County Librarian (or Designee)

Date

Comments: _____

SECURITY DEPOSIT (\$250)

Date Collected _____

Receipt No. _____

By: _____

Date Refunded _____

Amount Refunded _____

By: _____

INSURANCE (\$2,000,000)

Date Evidence Provided _____

Received by: _____